

Task #	Task
1.	Plans work for staff engaged in various programs, sanitation, budgeting and accounting; information technology, personnel, health and safety, food services, procurement and warehousing operations, equipment repair and replacement, garage operations, clothing and laundry operations, inmate hobby, canteen operations and facilities operations including hazardous material and fire life safety) using effective management skills to achieve operational efficiency within the institution as appropriate
2.	Organizes staff engaged in various programs, sanitation, budgeting and accounting; information technology, personnel, health and safety, food services, procurement and warehousing operations, equipment repair and replacement, garage operations, clothing and laundry operations, inmate hobby, canteen operations and facilities operations including hazardous material and fire life safety) using effective management skills to achieve operational efficiency within the institution as appropriate
3.	Directs staff engaged in various programs, sanitation, budgeting and accounting; information technology, personnel, health and safety, food services, procurement and warehousing operations, equipment repair and replacement, garage operations, clothing and laundry operations, inmate hobby, canteen operations and facilities operations including hazardous material and fire life safety) using effective management skills to achieve operational efficiency within the institution as appropriate
4.	Develops or participates in the development of local policies and procedures relating to business services to ensure compliance and consistency with State and departmental policies, using various resources, (i.e., established guidelines, Memorandums of Understanding (MOU), laws and rules) as needed and/or upon request
5.	Reviews all policies, procedures, rules and regulations involving the assigned business services functions, and recommend necessary changes as appropriate, to ensure effective program operation and compliance with established guidelines, as needed and/or upon request
6.	Interprets and applies policies and procedures governing business services related issues using various resources, (i.e., Departmental Operating Manual (DOM), Director's Rules (Title 15), State Administrative Manual (SAM), etc.) to ensure compliance with State and departmental policies, as needed
7.	Interacts in the coordination with departmental staff and representatives of other agencies on matters relating to physical plant projects using the appropriate processes and fiscal resources, as the work dictates to meet the needs of the overall Department's mission

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8.	Makes recommendations and/or operational decisions regarding business services issues that may also impact custody to ensure efficient business operations and maintain the safety and security of the institution using various resources as needed
9.	Confers with staff in charge of the various business services and institutional programs on daily activities and advises them on operations relating to their area of responsibility utilizing various skills (i.e., management, communications, problem solving, and analytical skills) as needed
10.	Research and respond to inmate appeals regarding business services functions to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request
11.	Reviews staff responses to inmate appeals regarding business services functions to ensure compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request
12.	Serves as a member of the institution's management team and participates in the decision-making process by providing input and recommendations using their knowledge and expertise affecting custodial as well as administrative operations, in order to produce sound decisions as needed
13.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations
14.	Meets and confers with the inmate advisory committees regarding services provided to resolve issues or provide information utilizing appropriate resources as needed and/or requested
15.	Directs staff and task groups in reviewing the effectiveness of institutional policies and procedures, ensuring operational compliance, and recommending program/policy changes consistent with review findings using knowledge, manuals, laws and rules as needed and/or upon request
16.	Represents the institution in meetings with headquarters, other State agencies, contractors, vendors, control agencies, and other parties to obtain information and represent the interest of the institution utilizing interpersonal skills, professionalism, and knowledge, as needed and/or upon request
17.	Prepares effective written and verbal communications for management and staff or the inmate population utilizing various resources, (i.e., software, policy documents etc.) as appropriate and/or upon request
18.	Serves as Administrative Officer of the Day in the absence of the Warden on a rotating basis to oversee the institution's operations and ensure the institution's safety and security, using various resources (i.e., personal experience/knowledge and other management staff etc.) during non-business hours

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19.	Acts in the absence of the Correctional Administrator to maintain the operation of the Business Services Division using various resources (i.e., personal experience/knowledge and other management staff etc.)
20.	Coordinates the preparation and submission of budget concept statements and budget change proposals which may effect changes to the institution's budget using various resources (i.e., knowledge and State fiscal policy etc.) In accordance with State and departmental fiscal policy as needed
21.	Directs staff in the administration of the institutional budget through the analysis and distribution of allotments and development of fiscal projections in order to identify fiscal year expenditure needs using knowledge of the institution and fiscal reports, in accordance with departmental fiscal policy, on a monthly basis and/or upon request
22.	Assist in the review of Master Assignment Roster, Post Assignment Schedule, and personnel roster cards to the Governor's Budget to ensure the position count remains within budgeted position authority by utilizing input from custody, personnel staff, etc., as required
23.	Confers with management staff to ensure the efficient use of institutional resources (i.e., personal services and operating expenses) by utilizing knowledge, various reports, interpersonal skills and departmental policies etc. on a daily basis
24.	Reviews the Monthly Budget Plan (MBP) and develops strategies using data collected from various sources with the Business Services and Executive Staff from other impacted programs to ensure the institution operates efficiently within its budgetary authorized levels prior to submission of the MBP to headquarters on a monthly basis
25.	Directs the preparation of various fiscal, custodial, and/or business management related reports to local administration, headquarters, and control agencies to provide information using supportive data (i.e. expertise and researched data), as needed and/or upon request
26.	Supervises the preparation/administration of contracts, purchasing and control of inventory supplies and equipment required for maintaining and operating the institution on a daily basis using laws, rules, regulations, reports and knowledge of statewide institution's trends etc.
27.	Administers and/or coordinates accounting services (including Inmate Welfare Fund and Inmate Trust Accounting) through staff at the institution and at the Regional Accounting Office to ensure accuracy in accordance with generally accepted accounting policies and procedures and SAM, etc. as needed
28.	Oversees the Inmate Welfare Fund (IWF) budget and canteen operations of the institution by reviewing monthly reports (i.e., IWF reports, canteen inventories and shortage reports) and receiving input from staff and inmates, to maintain the solvency of the IWF, as required

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29.	Oversees the institution's Personnel Office (i.e., recruitment, selection, appointment/separations, position control, payroll and benefit records, and health and safety) to ensure timely and accurate personnel processes utilizing various resources (i.e., laws and rules, bargaining unit contracts, personnel manuals), on a daily basis
30.	Reviews hiring requests and provides recommendations on appropriate staffing levels to maintain appropriate fiscal accountability using various resources (i.e., vacancy report, Permanent Intermittent Employee and cost savings reports), as needed
31.	Oversees and coordinates the development and submission of staffing packages in order to meet staffing needs based on institution mission, inmate population, and approved BCP's as outlined in the Governors budget, using standardized staffing criteria and knowledge of the institution etc., as needed
32.	Working closely with the Employee Relations Officer (ERO), oversees the personnel and accounting related labor activities to ensure adherence to bargaining unit contracts, using SAM, personnel manuals etc., as required
33.	Facilitates selection process by administering delegated examinations, conducting interviews, evaluating and selecting candidates to fill vacant position(s), in accordance with State Rules and Regulations, as needed and/or directed by management
34.	Trains staff to develop their skills, knowledge, and enhance upward mobility utilizing various methods, (i.e., classroom, on the job, and mentoring) as required for the performance of their job
35.	Oversees the Return-to-Work Coordinator functions to ensure employees are provided the appropriate services including early intervention, medical, rehabilitation, reasonable accommodations, and return to active employment, utilizing worker's compensation rules, state and federal guidelines, policies, procedures, etc., as needed
36.	Participates in the monthly Return-to-Work Committee meetings to discuss individual employee cases in order to identify the disability status and determine the next course of action (i.e., medical retirement, vocational rehabilitation, reasonable accommodation) using SCIF adjuster, Early Intervention Counselor, employee supervisor, reports, laws, rules and regulations etc.
37.	Educates staff on established guidelines as defined in State and Department policies in order to maintain a work environment free of discrimination and harassment, on an on-going basis
38.	Evaluates employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors, on an on-going basis,
39.	Provides verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of Probationary Reports and Individual Development Plans (IDP) as required by policy

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40.	Participates and/or Initiates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Rules and Regulations and departmental policy, as needed
41.	Functions as a member of the Institution's safety committee to identify and resolve health and safety issues utilizing laws, rules, regulations, policies and procedures etc., as needed
42.	Coordinates Business Services support in responding to emergencies or other forms of disruptions (i.e., inmate disturbances, natural disasters) to ensure the safety and security of the institution, as a member of the institutional management team using various tools, equipment, aids and processes as needed
43.	Oversees the selection, training and supervision of inmate workers assigned to business services functions, as well as related security practices, to provide an adequate workforce vital to the on-going operation of the institution using DOM, work place safety, SB 198, etc., as needed
44.	Oversees the food services program of the institution, including nutritional planning, food ordering, food preparation and service, hygiene, sanitation and related security operations to ensure inmates are provided balanced meals within the budgetary limitations and in accordance with food regulations, health and safety rules, and departmental policies on an on-going basis
45.	Oversees the institutional plan for information technology including placement of new hardware, maintaining the replacement schedule and upgrades, information security in accordance with DOM, access to intranet/internet, managing the Local Area Network/ Wide Area Network (LAN/WAN), liaison with Enterprise Information Systems (EIS) on going basis